

MODULE 3

ORGANIZATIONAL OVERVIEW

MODULE OVERVIEW

- Terminology
- Organizational structure
- Incident organization development
- Changing the organization
- Transfer of command

ORGANIZATIONAL STRUCTURE

OPERATIONS



**BRANCH, GROUP,
DIVISION DESIGNATIONS**



SINGLE RESOURCES

- *Strike Teams*
- *Task Forces*
- *Squads*
- *Mobile Field Forces*

**PLANNING /
INTELLIGENCE**

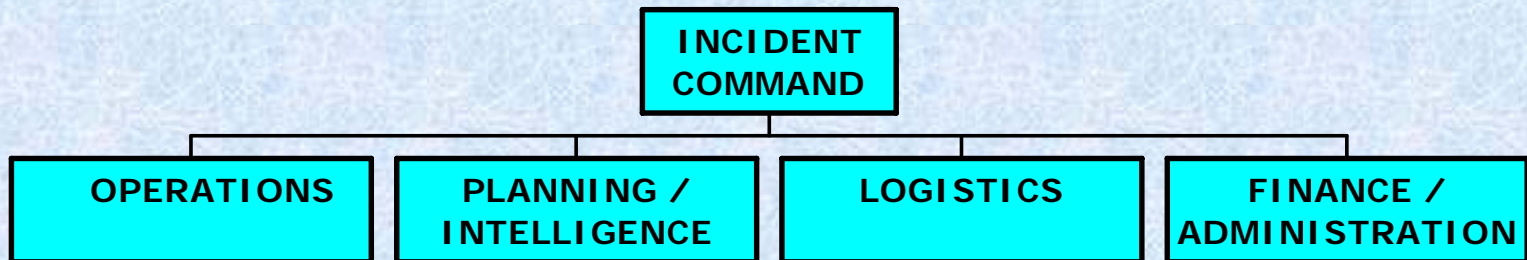
LOGISTICS

**FINANCE /
ADMINISTRATION**

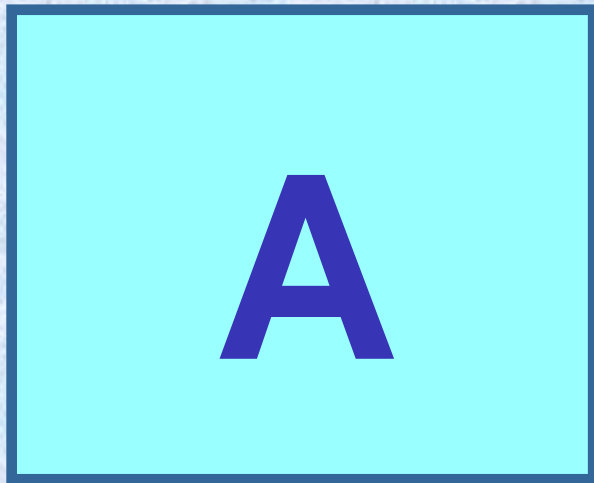


**UNIT
DESIGNATIONS**

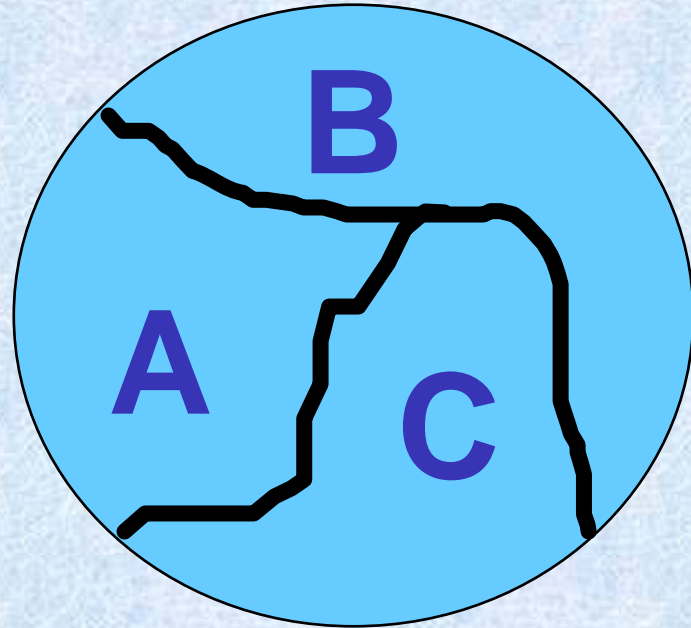
PRIMARY ICS MANAGEMENT REVIEW OF FUNCTIONS



TWO WAYS TO ORGANIZE INCIDENT COMMAND



**SINGLE
COMMAND**



**UNIFIED
COMMAND**

ICS TERMINOLOGY IS USED FOR:

- **ORGANIZATIONAL ELEMENTS:**

Divisions, Branches, Units, etc...

- **POSITION TITLES:**

Officer-In-Charge, Director, Leader,
etc...

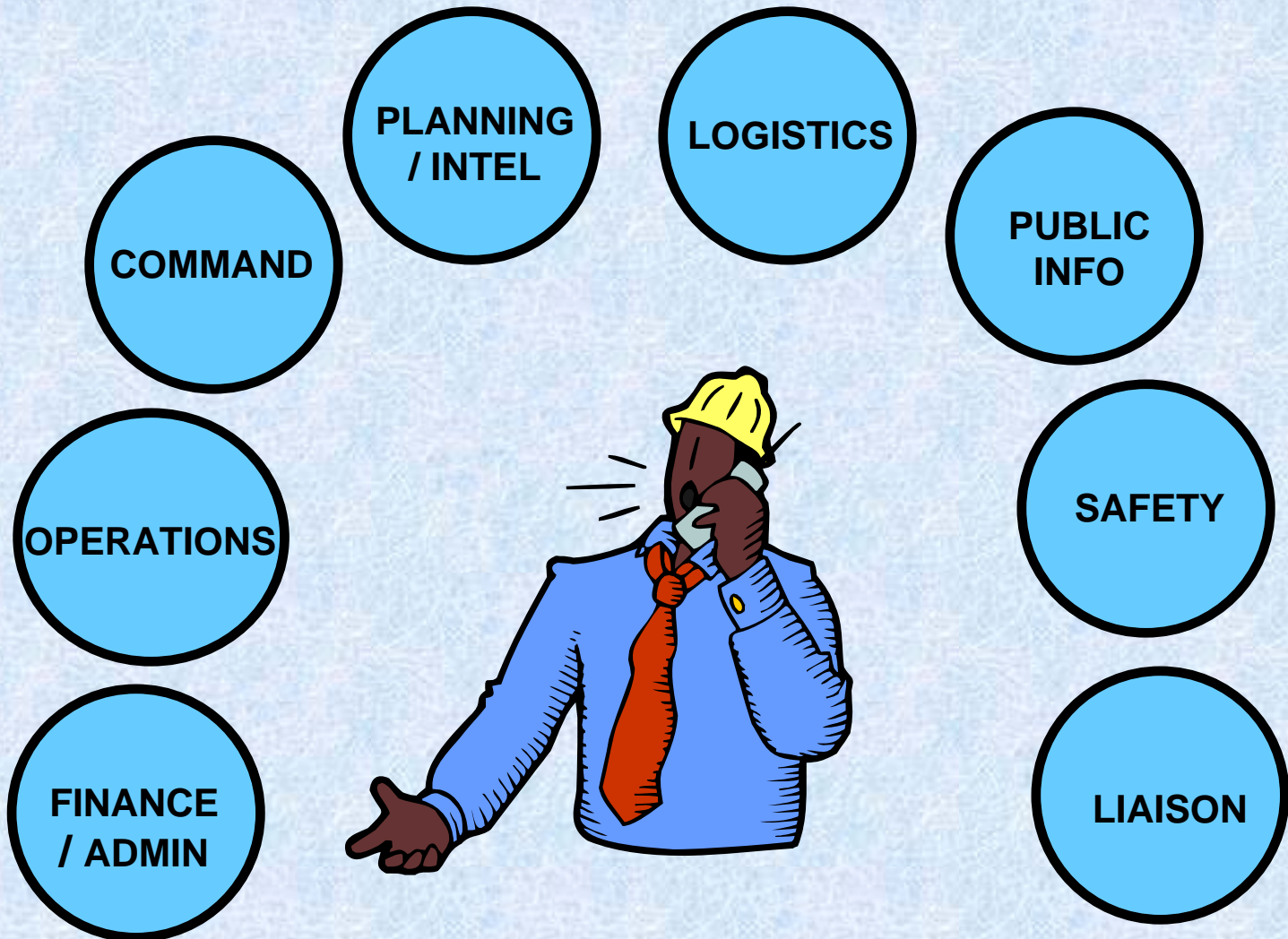
ICS TERMINOLOGY IS USED FOR:

- **FACILITIES:**
Incident Command Post,
Staging Area, etc...
- **RESOURCES:** Task Forces,
Strike Teams, Squads, Mobile
Field Forces, Work Crews,
etc...

HIGHER RANKING PERSONS ARRIVING AT AN INCIDENT WILL

- Assume command
- Maintain command
- Reassign command to a third party
- Fill another ICS position

FUNCTIONAL RESPONSIBILITIES OF THE INCIDENT COMMANDER



RESPONSIBILITIES OF THE INCIDENT COMMANDER

**Incident
Commander**



IN CHARGE

Deputy IC



QUALIFIED

REASONS TO DESIGNATE A DEPUTY IC

- Perform tasks requested by Incident Commander
- Work as relief Incident Commander
- Represent assisting agency as Deputy Incident Commander

THE COMMAND STAFF



**Information
Officer**



**Safety
Officer**



**Liaison
Officer**

INFORMATION OFFICER



One Central Point
For Information
Dissemination

SAFETY OFFICER

- Anticipates, detects, and corrects unsafe situations
- Stop unsafe activity beyond the scope of the Incident Action Plan



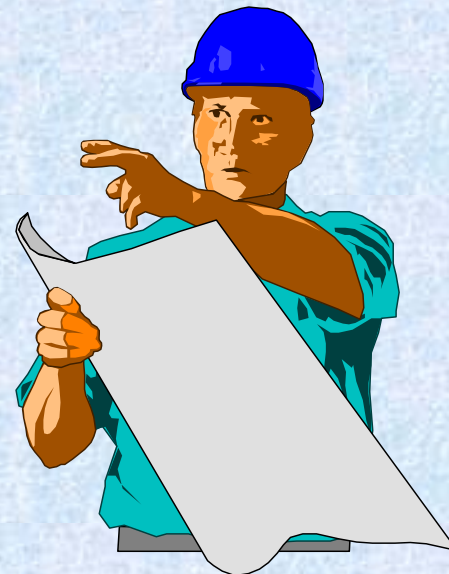
LIAISON OFFICER

- Meets, greets outside agency representatives
- Brings them into the incident organization
- Provides Situation Report and Incident Action Plan



AGENCY REPRESENTATIVES

- Assigned to an incident by an assisting agency
- Authority to make decisions for their agencies
- Reports to the Liaison Officer



ASSISTANT

A level of technical capability, qualifications, and responsibility subordinate to primary positions

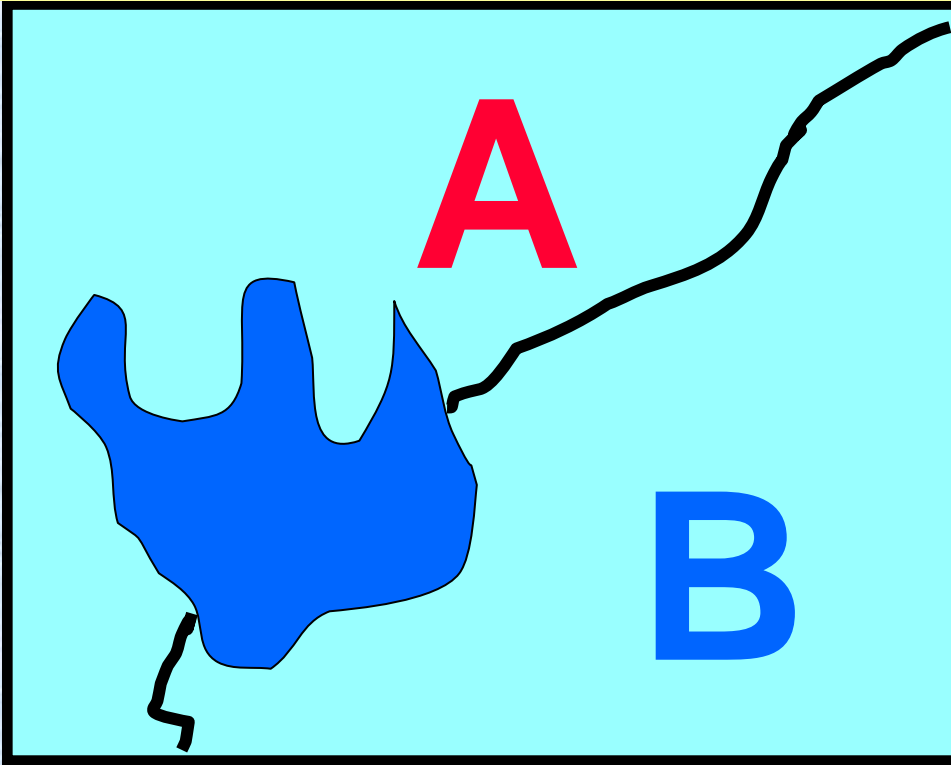
Assistants are used as subordinates for the Command Staff positions, particularly Information Officer and Safety Officer

OPERATIONS SECTION

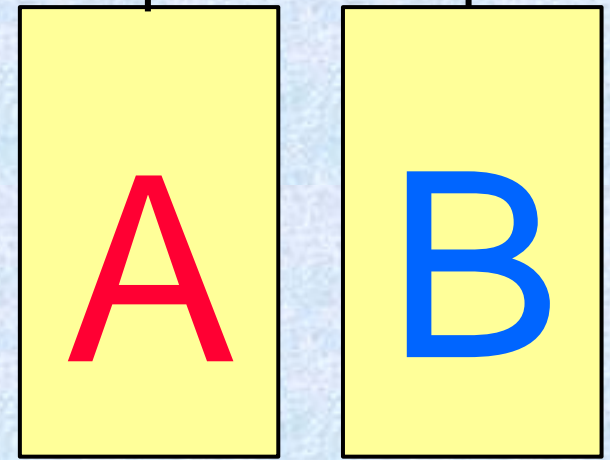
- **Directs all incident tactical operations**
- **Can consist of:**
 - ❖ **Single resources, task forces, strike teams, squads, mobile field forces or work crews**
 - ❖ **Air operations**
 - ❖ **Divisions, groups, branches**

GEOGRAPHIC DIVISIONS

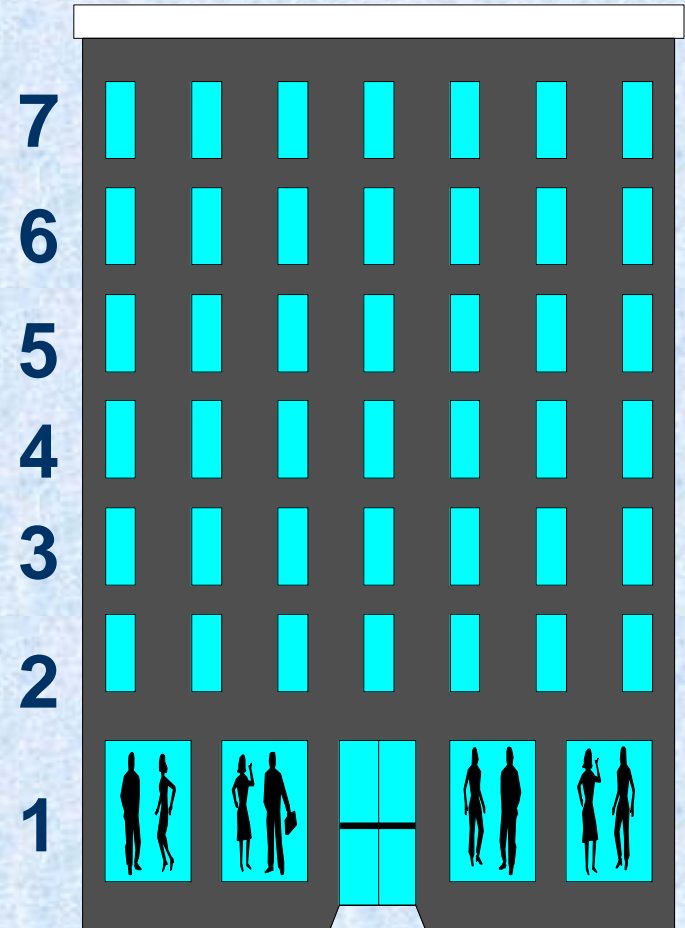
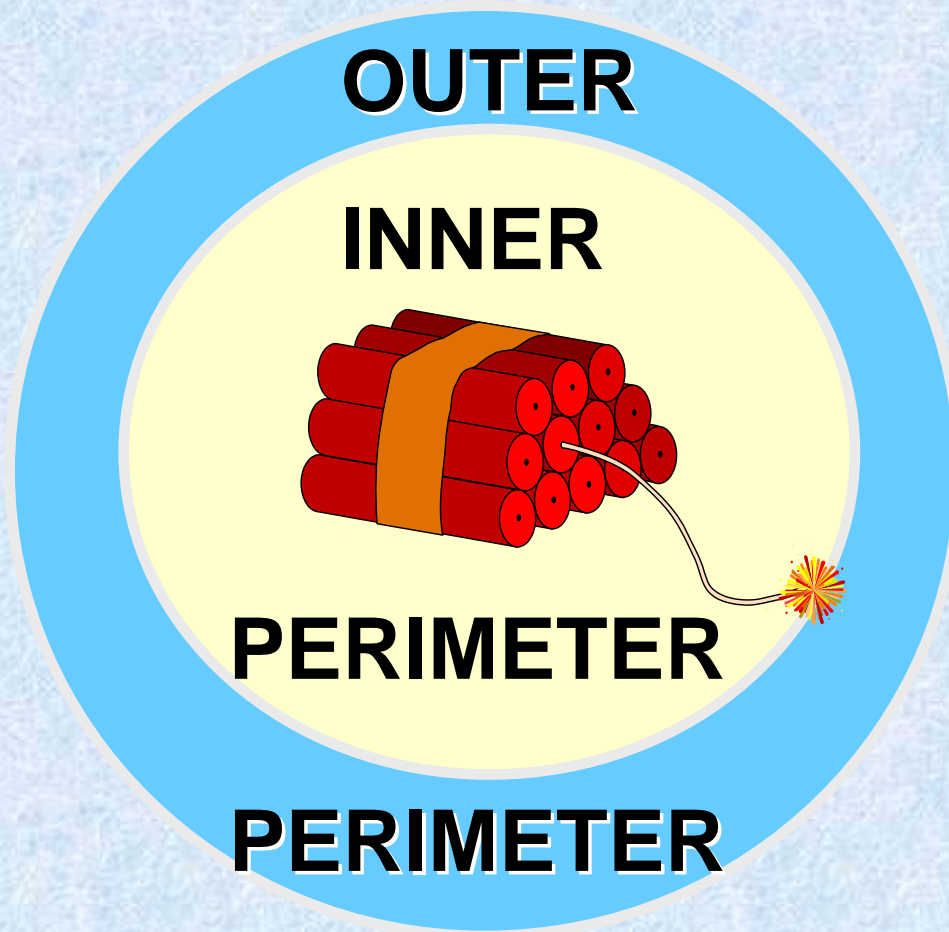
Lopez Lake Wilderness Area



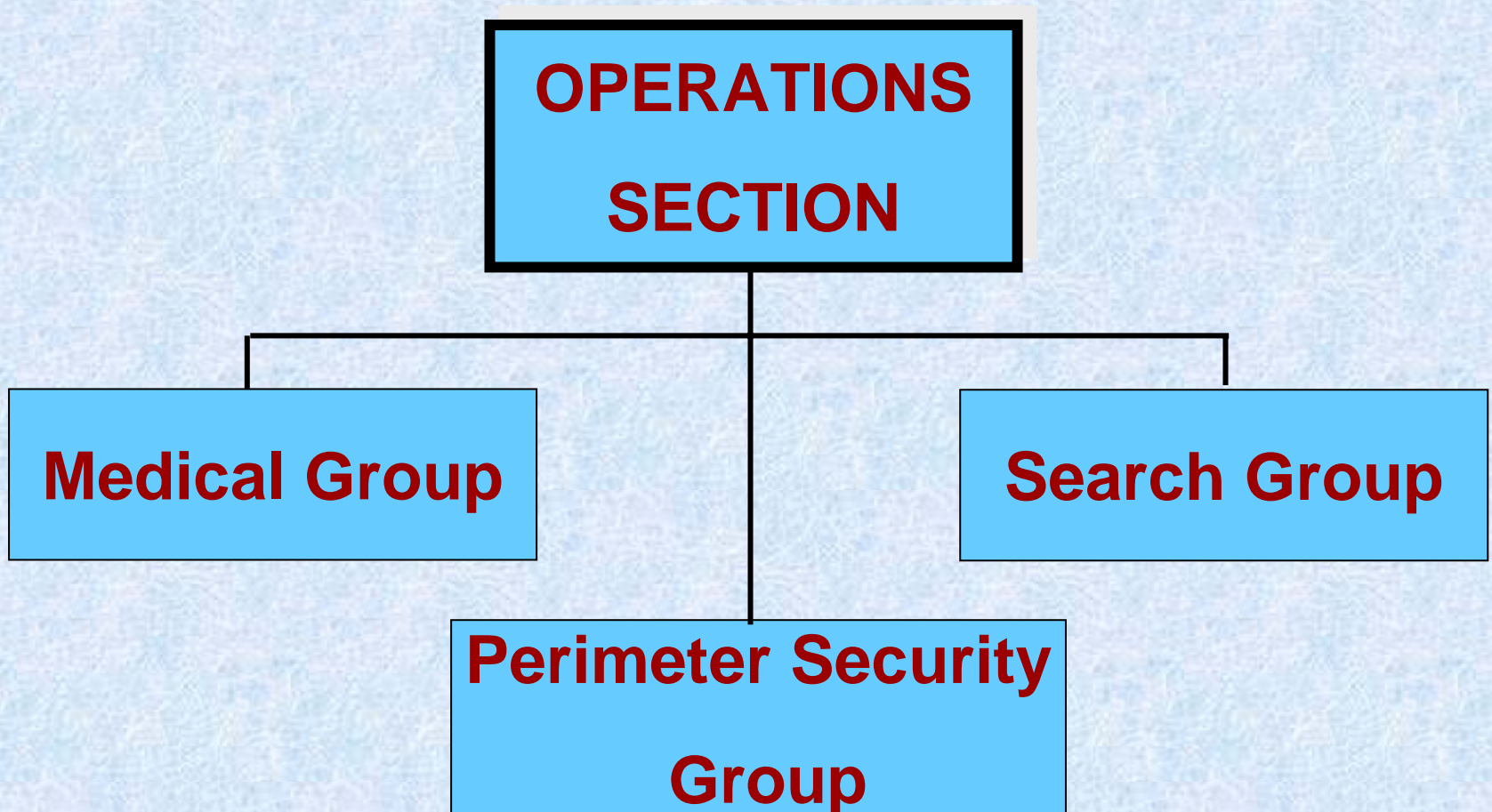
Operations



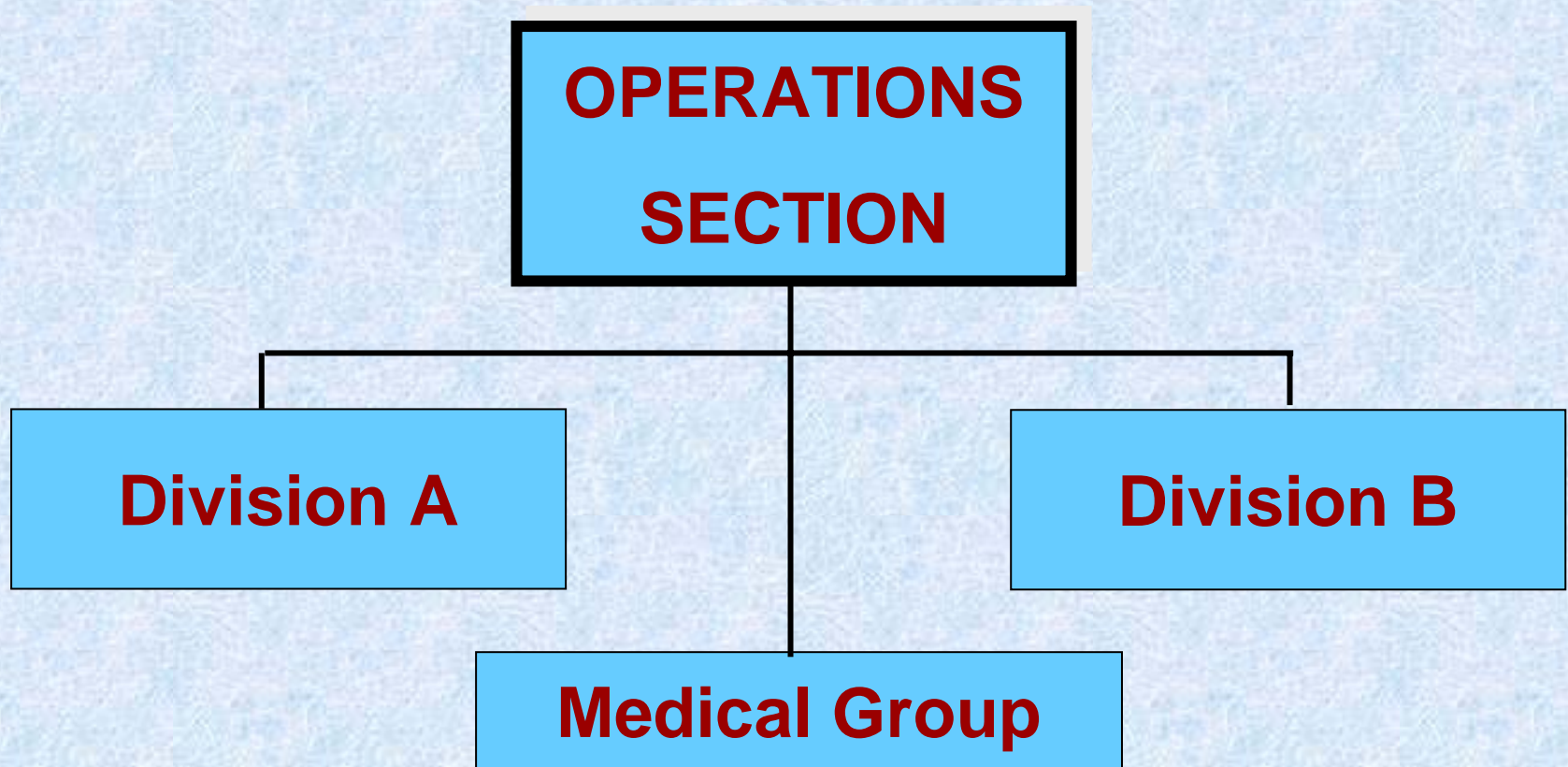
GEOGRAPHIC DIVISIONS



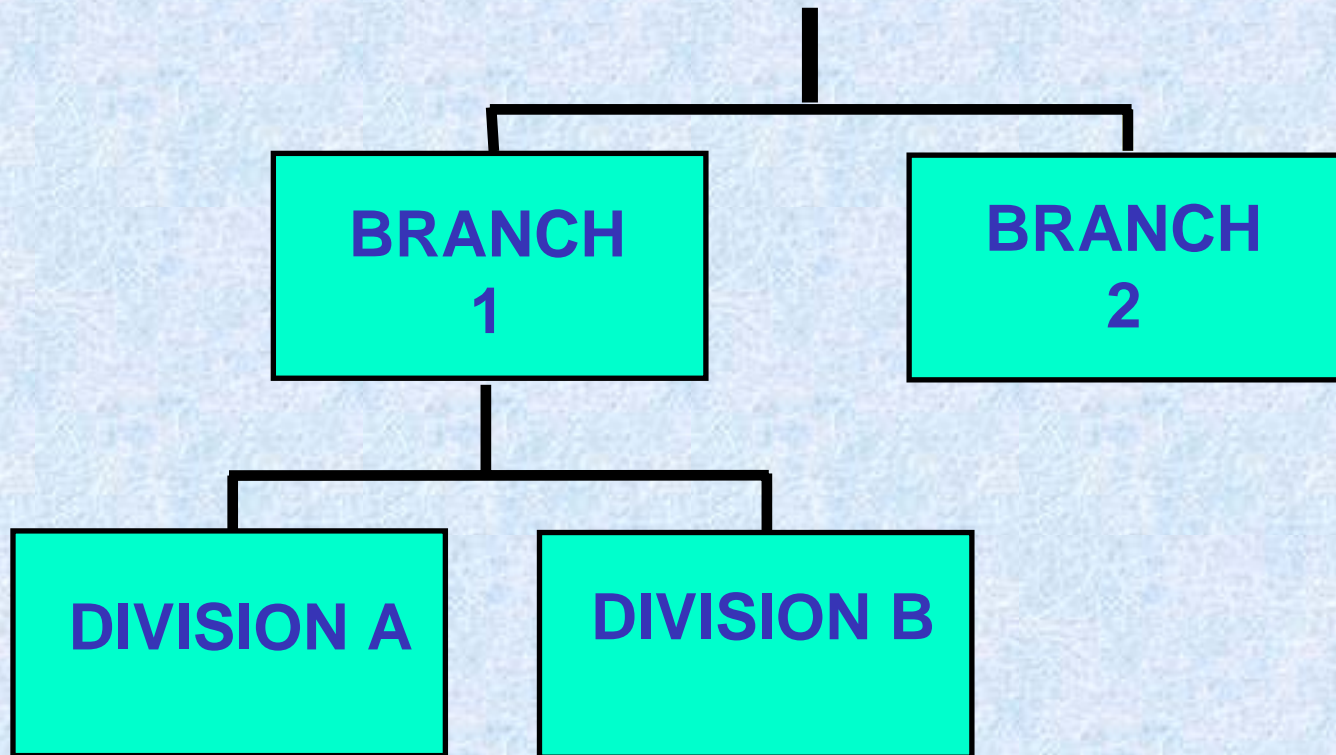
FUNCTIONAL GROUPS



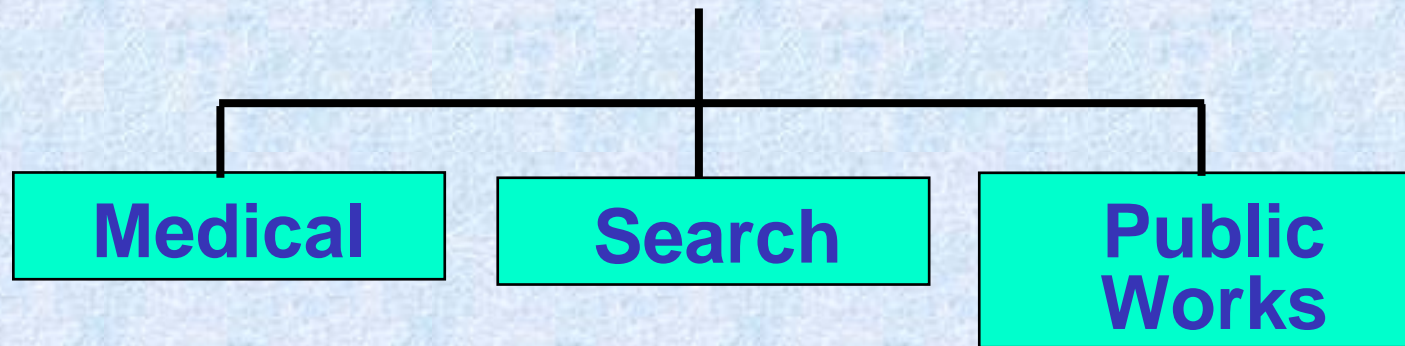
COMBINED DIVISIONS AND GROUPS



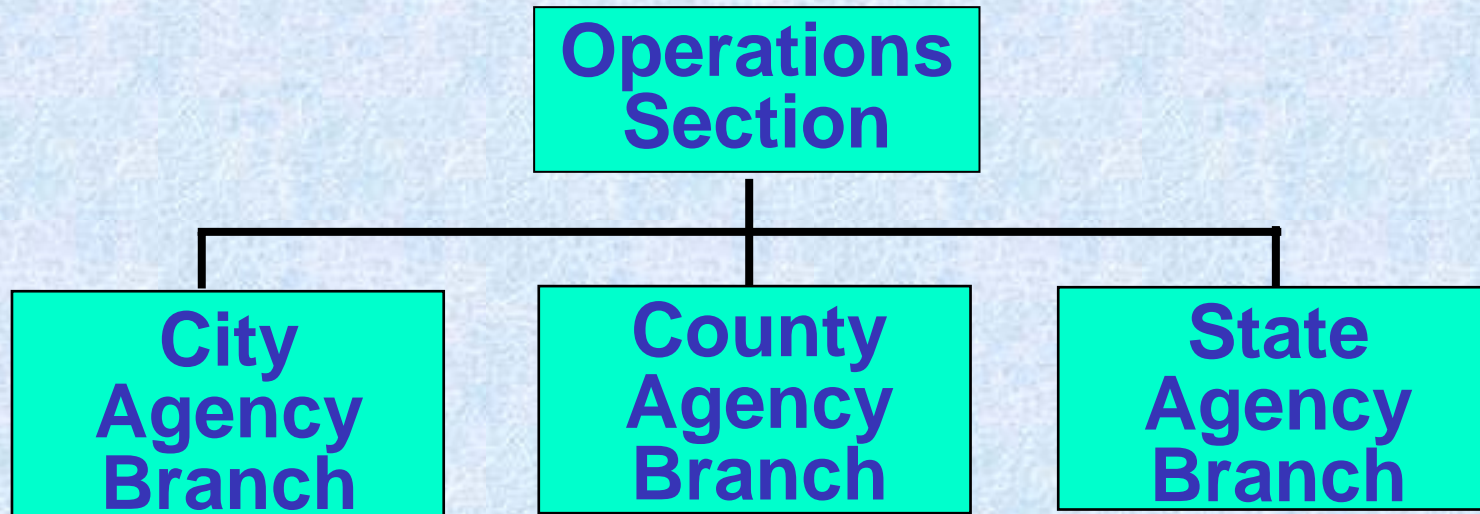
GEOGRAPHIC BRANCHES



FUNCTIONAL BRANCHES



JURISDICTIONAL BRANCHES



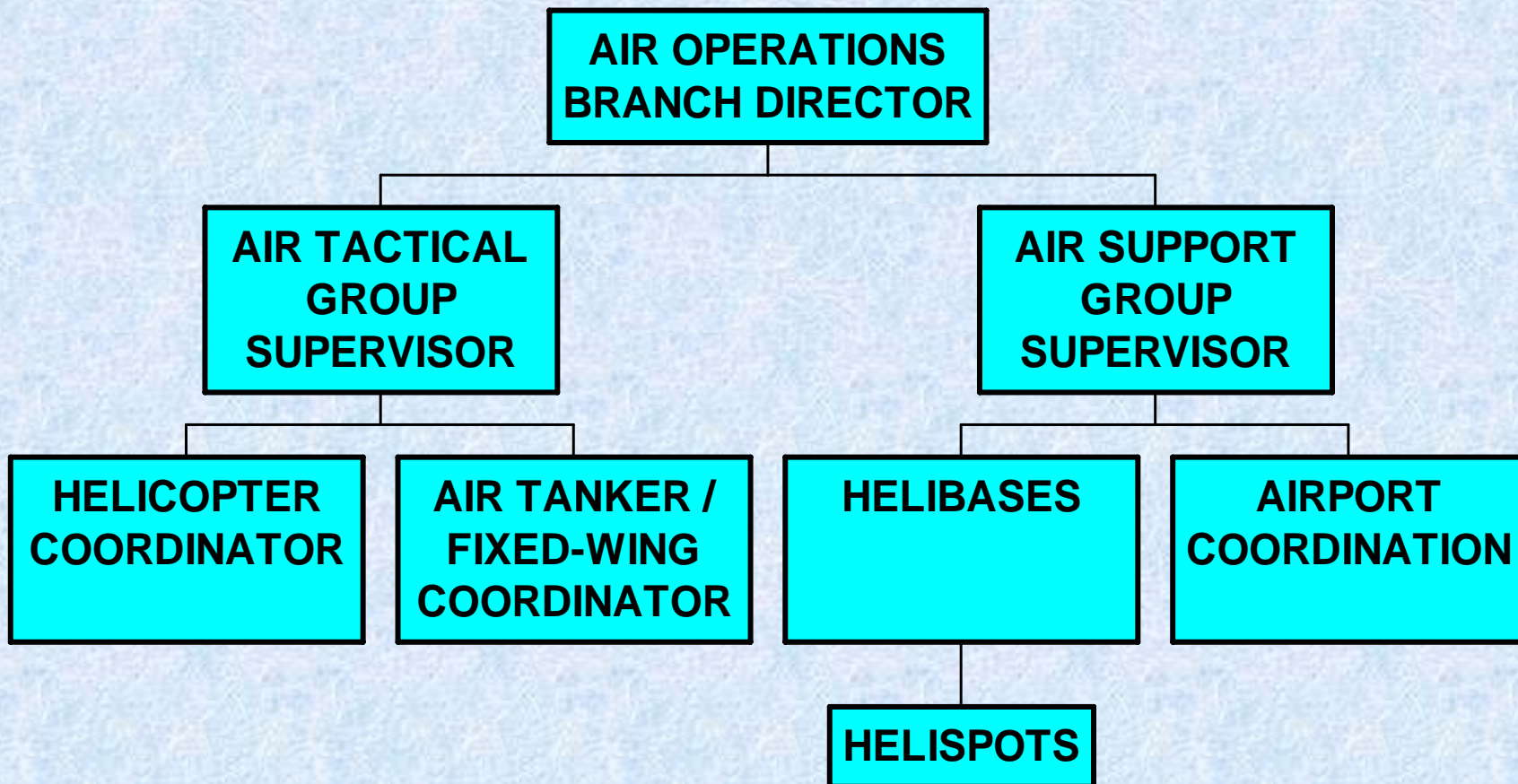
STAGING AREA

- Locations to place available resources
- Several Staging Areas may be used



STAGING AREA

- Manager reports to Operations Section Chief (Logistics in some disciplines)
- Goal of Staging Area is to ensure 3-minute resource availability
- May be relocated



PLANNING/ INTELLIGENCE SECTION

- Collect, analyze, display information
- Prepare Incident Action Plan



PLANNING/ INTELLIGENCE SECTION

- **Maintain situation and resource status**
- **Maintain incident documentation**
- **Prepare demobilization**

PLANNING/ INTELLIGENCE SECTION

- **Resources Unit**
- **Situation Unit**
- **Documentation Unit**
- **Demobilization Unit**
- **Others as required**

LOGISTICS SECTION

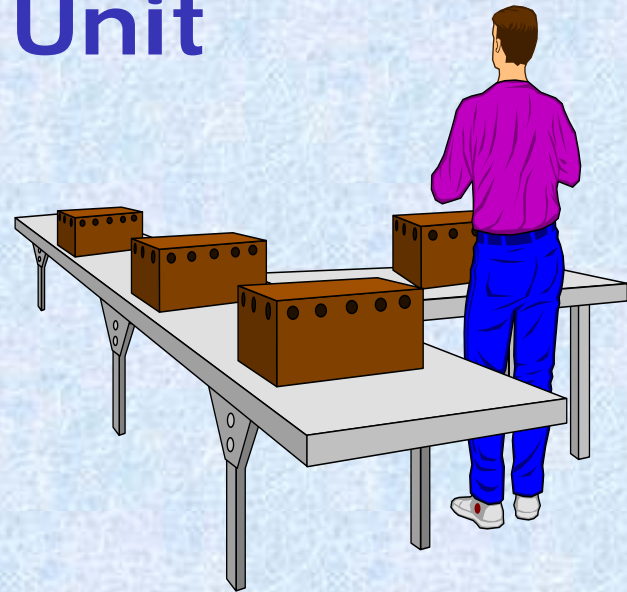
RESPONSIBLE TO ACQUIRE:

- Facilities
- Services
- Personnel
- Equipment
- Materials

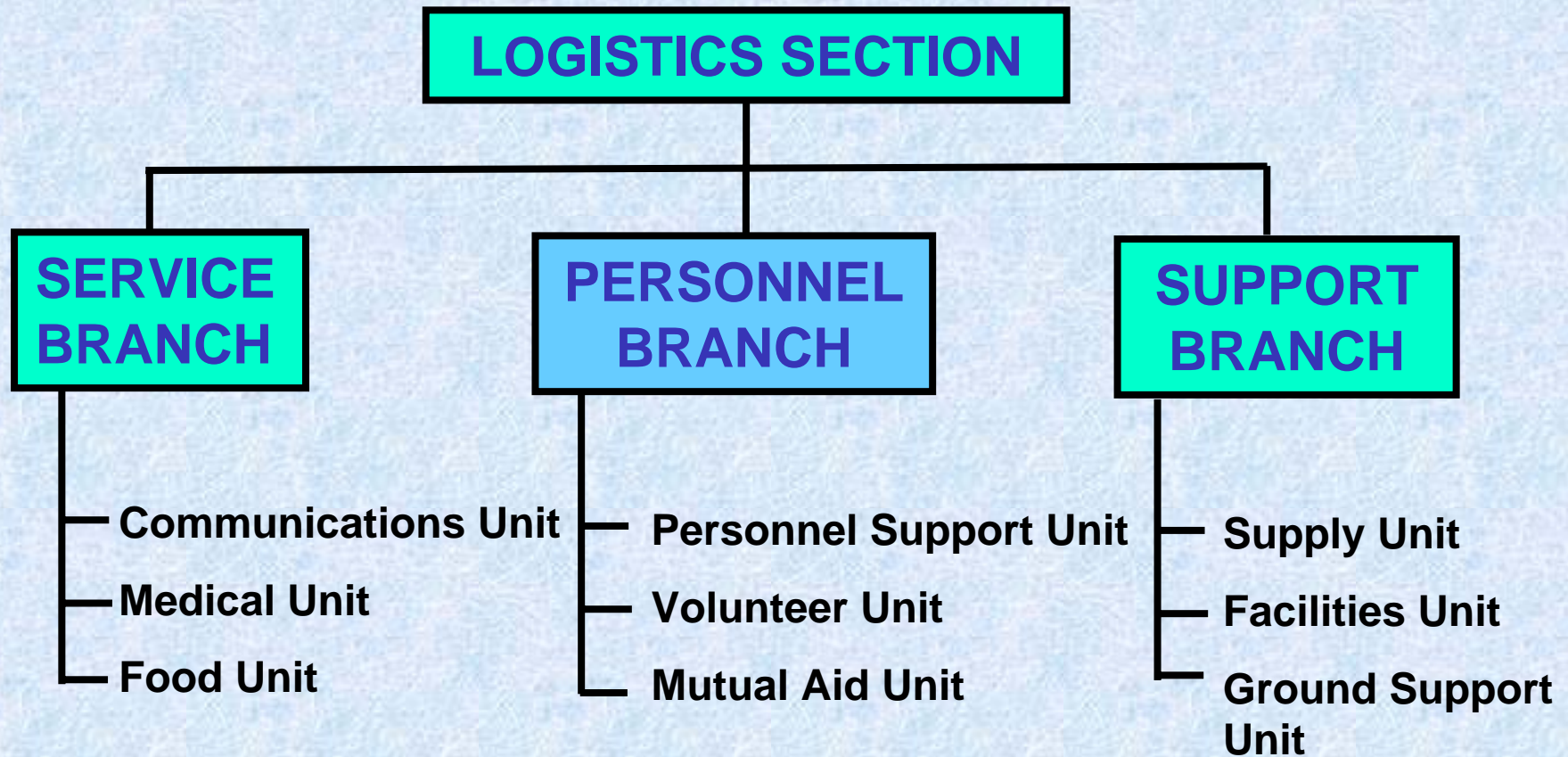


PRIMARY LOGISTICS SECTION UNITS

- Communications Unit
- Medical Unit
- Food Unit
- Supply Unit
- Facilities Unit
- Ground Support Unit



LOGISTICS BRANCH STRUCTURE



FINANCE/ADMINISTRATION SECTION

- **Monitors incident costs**
- **Maintains financial records**
- **Administers procurement contracts**
- **Performs time recording**



FINANCE/ADMINISTRATION SECTION

- **Time Unit -**
Personnel time recording
- **Procurement Unit -**
Equipment and rental supply contracts
- **Compensation/Claim Unit -**
Workers' Compensation records
- **Cost Unit -**
Collect cost information, provide cost estimates

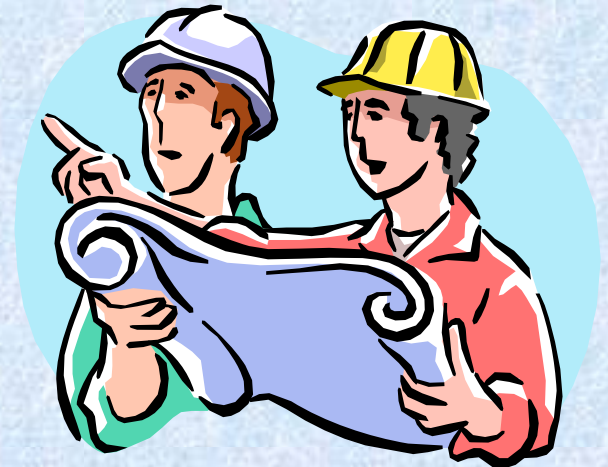
GUIDELINES IN DEVELOPING THE ICS ORGANIZATION

- Maintain span of control
- Establish the Incident Command Post
- Determine organization needs
- Determine Command Staff requirements



TRANSFER OF COMMAND CHECKLIST

- Face-to-face transfer is preferred
- Briefing by outgoing Incident Commander
- Appropriate notifications are made



TRANSFER OF COMMAND BRIEFING

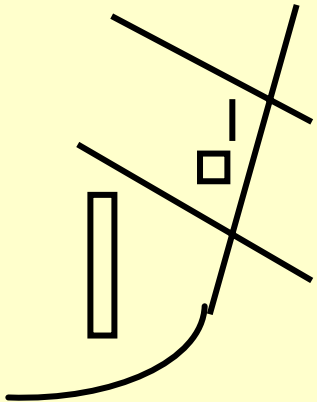
- **Situation status**
- **Objectives and priorities**
- **Current organization**
- **Resource assignments**

TRANSFER OF COMMAND BRIEFING

- **Resources enroute and/or ordered**
- **Facilities established**
- **Communications Plan**
- **Prognosis, concerns, related issues**

INCIDENT BRIEFING FORM (ICS 201)

Map Sketch



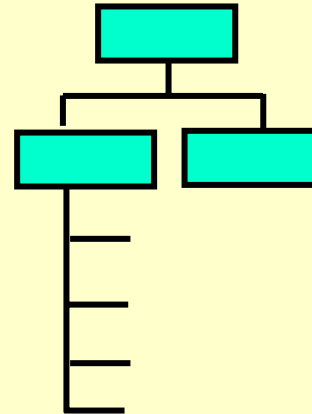
Current Objectives

- 1.
- 2.
- 3.

Current Actions

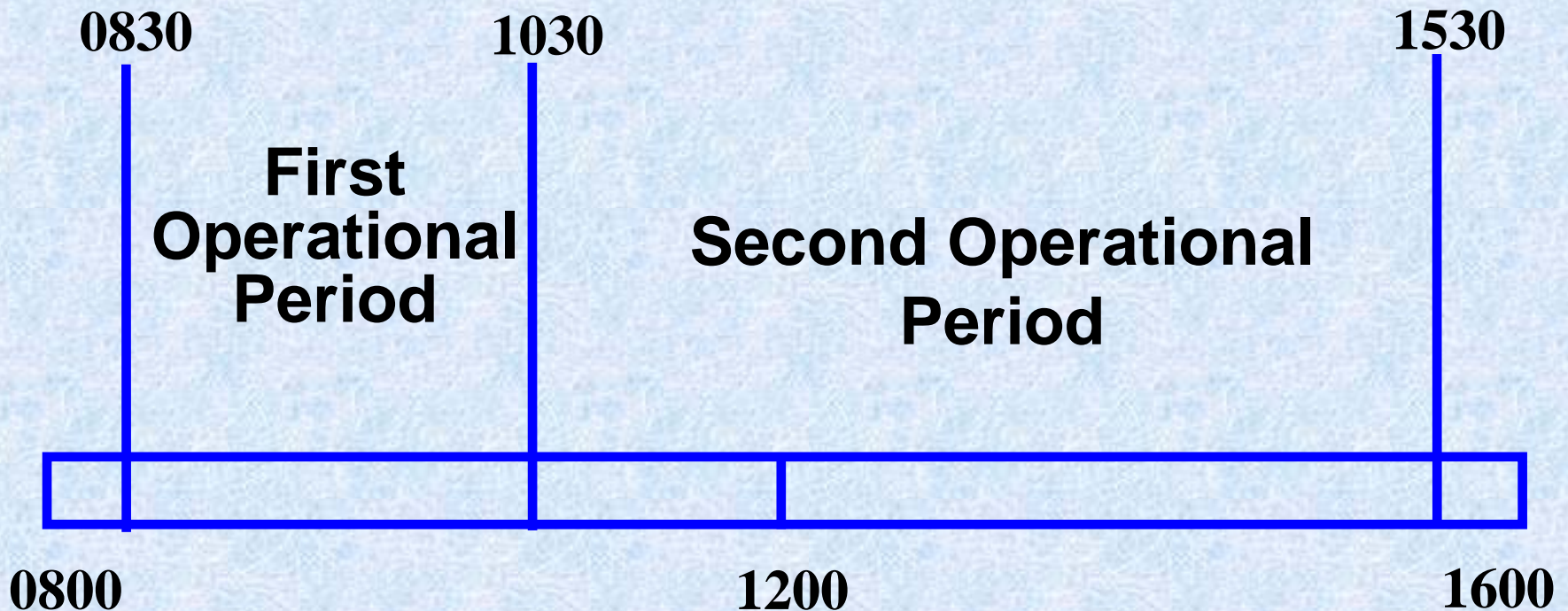
- 1.
- 2.

Organization



Resources

OPERATIONAL PERIODS



An operational period is the length of time required to accomplish tactical objectives